

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name DCF		9. Position No. K0218417		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) PC II	
3. Division Economic and Employment Service				12. Proposed Class Title	
4. Section Refugee Program		For Use By Personnel Office	13. Allocation		
5. Unit			14. Effective Date		
6. Location (address where employee works) City Wichita County Sedgwick			15. By		Approved
7. (circle appropriate time) Full time x Perm. x Inter. Part time Temp. %			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM			17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

This is a professional level position within EES. The position has been located in Emporia however, the refugee population has shifted in the State and the need for this position now exists in Wichita. The primary mission of this position is to work with EES Program Administrator and other management staff in the region as well as the State Refugee Coordinator in EES Central Office in the development, monitoring and management of new initiatives, working with existing community coalitions, refugee communities and resources including facilitation of public and community partnerships. The focus of this position is to facilitate constructive partnerships across systems in order to promote high-quality refugee resettlement supports and services consistent with the mission, vision and goals of DCF and the Office of Refugee Resettlement (ORR) Refugee Services. This multi-faceted position entails ongoing assessment and improvement of the local refugee resettlement service delivery model. While this position would be based in the Wichita Region, the position responsibility and availability is statewide and subject to the needs of the refugee program. The position can be expected to provide service in multiple management regions of DCF.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Lewis A. Kimsey	PSE I	K000049718

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Lewis A. Kimsey	PSE I	K000049718

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed independently with extensive latitude for making independent decisions with applicable laws, rules and regulations and has the authority to commit agency resources within a defined scope and make recommendations for the commitment of internal resources for community projects. Policy and Procedure manuals, in-service training, supervisory conferences and statutory requirements are provided to this employee as a foundation for this position. Assignments are given verbally as goals or general program objectives.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. 30%	<p>Technical Assistance: Provides technical assistance to staff, prospective grantees, providers and community by negotiating agreements, interpreting policies and service delivery processes, resolving complex conflicts, reviewing or assisting in the preparation of grant applications and locating resources to meet agency, provider and consumer needs. Decisions may include continuation, modification or termination of existing agreements/grants.</p> <p>Interprets/clarifies EES and other DCF program policy as it relates to refugee customers to assure appropriate services and eligibility criteria are accurately applied in individual situations. Participates in DCF policy development related to refugee programs and services at the regional and community level.</p>
2. 35%	<p>Community Development: Assess resources available within DCF and the community to identify needs and opportunities to enhance services available for refugee individuals and families on the presenting needs which may change with time. Facilitates community development by creating working relationships with community partners. Represents the Agency as a partner by serving on committees, boards, coalitions or councils within the state to engage with the community to identify and address emerging or existing issues and opportunities. Maintains a focus on the DCF mission and promotes a prevention and systems perspective while seeking strengths based solutions.</p>
3. 35%	<p>Outreach: Participates in service outreach and community education events and opportunities to assure the potential customers are aware of available services and that services are accessed. Participates in outreach activities to assist the receiving community, outside service organizations and other entities that may interact with the refugee population to understand the cultural issues related to the refugee population and to identify best practices to maximize service to and interaction with this population. This may include public speaking engagements to address refugee services, service needs, cultural orientation, and resources as well as facilitating conversations between various agencies or refugee communities in the state.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Individual will have daily contact to accomplish the above tasks with DCF staff, administrators, contracting and partner agencies, providers and members of the communities served. Individual will be required to interact in a broad environment involving all aspects of the community in a manner that reflects favorably upon the program and the agency.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Risks are those typical of any office environment. Automobile travel and on-site visits may constitute a slight risk.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer and related software, printer, copy machine and telephone are used constantly.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment
in this position.

Education - General

Education or Training - Special or professional

License, certificates and registrations

Special knowledge, skills and abilities

Experience - Length in years and kind

Two-three years of experience in direct service/administration or the refugee resettlement services program.

Two years of experience interacting with multi-cultural and multi-lingual populations.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date